

National Capital Region Planning Board
1st Floor, Core-4B, India Habitat Centre Lodhi Road,
New delhi-110003.

File No. A-12034/8/2020 (9099120)

Dated: April 2026

TERMS OF REFERENCE OF ENGAGEMENT OF YOUNG PROFESSIONAL FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) ON CONTRACT BASIS IN NCR PLANNING BOARD :-

The National Capital Region Planning Board, a statutory body under the Administrative control of Ministry of Housing & Urban Affairs intends to engage Young Professional (GIS) on full time daily basis on the following terms of reference:-

A. Job Description

To work on Geo-Portal of National Capital Region (NCR) and GIS related work of Delineation of NCR and Regional Plan-2041 and any other work assigned by Director (A&F)/CRP/Member Secretary.

B. Essential Qualifications:

Master's Degree in Geographical Information System (GIS)/ GIS & Remote Sensing/ Geo Informatics from a recognized University or Institute.

Or

Bachelor/Master's Degree in Planning/ Civil Engineering/ Architecture / Geography with Post Graduate Diploma (with one or more than one year course) in GIS/ GIS & Remote Sensing/ Geo-Informatics from a recognized University or Institute.

Experience and Skill sets:

At least 03 years' experience in GIS and Remote Sensing in the field of Urban and Regional Planning such as Regional Plan, Development Plan / Master Plan, City Development Plan, AMRUT mapping, Smart City Projects, etc. using latest version GIS software(s), especially software packages of ESRI(ArcGIS), QGIS, etc.

C. Remuneration :

- i. Consolidated remuneration of ₹ 70,000/- (₹ Seventy Thousand only) per month.

D. Other conditions:

- i. Applicant shortlisted/called for the interview must bring a copy of detailed CV as per prescribed Application Proforma (**Annexure**), alongwith self-attested copies of educational and professional qualifications, experience certificates and originals that need to be shown for verification at the time of interview.
- ii. Application received after the due date or found to be incomplete in any manner or not submitted in the prescribed format will not be entertained and summarily rejected without assigning any reasons.
- iii. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- iv. Appointment of Young Professional (GIS) will be on full time basis. He/she will be required to attend the office on daily basis as per office hours.
- v. No TA/DA shall be admissible for joining the assignment or on its completion. However, in case the Young Professional (GIS) is required to go on tour for official work he/she will be entitled for TA/DA with the prior sanction of the Competent Authority of the Board. The entitlement of TA/DA in such cases shall be by Air in Economy class or by Rail in Ac Two Tier Economy class only.
- vi. Hotel accommodation of upto Rs. 2250/- per day, taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
- vii. The Young Professional (GIS) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of Competent Authority of NCRPB. However, in exceptional cases for professional development, training etc., this condition may be relaxed by Member Secretary, NCRPB.
- viii. The Appointment of Young Professional (GIS) will be initially for a period of 01 year and can be further extended at the discretion of the Competent Authority of the Board upto a maximum period of five years.
- ix. The Board reserves the right to terminate the service of the Young Professional (GIS) at any time during the period of contract by giving one month's notice in writing. In case he/she desires to leave the assignment, he/she is required to give one months' notice, which can be curtailed by the Competent Authority of the Board.

- x. NCRPB will not entertain any claim for regular appointment of the post at any point of time, if any vacancy is advertised/revived/created in future in the Board.
- xi. In addition to above, the terms and conditions of the contractual engagement will be given at the time of appointment.

Those having the required qualifications and experience may apply in the prescribed Application Proforma (**Annexure**) duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc. **within 15 days from publication of advertisement in the Newspapers** to Director (A&F), National Capital Region Planning Board, First Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-110003 or through email on email id ncrpb-dr@ncrpb.nic.in

(Jugmohan Singh)
Chief Regional Planner

Encls. - Annexure - Application Proforma

APPLICATION PROFORMA

Application format for appointment as Young Professional (GIS)

Passport size
Photo

| | | |
|----|---------------------------------|--|
| 1. | Name in full (in block letters) | |
| 2. | Father's name | |
| 3. | Date of Birth | |
| 4. | Nationality | |
| 5. | Address | |
| 6. | Telephone /Mobile No. | |
| 7. | E-mail address | |

8. Educational Qualification (from Graduation onwards)

| S.No. | Course | University/Institute | Year of Passing | Division/Class |
|-------|--------|----------------------|-----------------|----------------|
| | | | | |

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9. Work Experience

| S.No. | Organisation/ Institution | Period | | Nature of Work | Total Experi ence | Remarks |
|-------|------------------------------|--------|----|----------------|-------------------------|---------|
| | | From | To | | | |
| | | | | | | |
| | | | | | | |
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10. Whether SC/ST/OBC

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

(Signature)

Date:

Place: